

**Mission**

The offices of the Clerk of Circuit Court, Clerk of Juvenile Court, Court Commissioner, Family Court Counseling Services, and the Register in Probate coordinate and manage the general legal, business, public communications, and financial operations of the Waukesha County Circuit Courts. The circuit courts are responsible for hearing and adjudicating all state, county and some municipal actions related to traffic, criminal, family, civil, juvenile and probate law. All appropriate matters are heard by state circuit court judges and county court commissioners. The collective goal of the Circuit Court Services departments is to support the operation of the courts and provide superior justice related services to all case participants and the general public. The business services and responsibilities of the courts are defined by state statute, circuit court rules, and county policies and include:

court case management and event tracking	court records management
court calendar management and scheduling	courtroom operations support
case related financial management and accounting	jury management
operating and capital budget management	security and facility coordination

**Financial Summary**

	2000 Actual	2001 Adopted Budget	2001 Estimate (a)	2002 Adopted Budget	Change from 2001 Adopted Budget	
					\$	%
<b>General Fund</b>						
Personnel Costs	\$4,452,645	\$4,842,562	\$4,825,330	\$5,102,141	\$259,579	5.4%
Operating Expenses	\$1,390,108	\$1,400,605	\$1,422,926	\$1,504,470	\$103,865	7.4%
Interdept. Charges	\$1,105,373	\$1,146,975	\$1,113,280	\$1,194,561	\$47,586	4.1%
Fixed Assets	\$0	\$20,000	\$20,000	\$0	(\$20,000)	-100.0%
<b>Total Expenditures</b>	<b>\$6,948,126</b>	<b>\$7,410,142</b>	<b>\$7,381,536</b>	<b>\$7,801,172</b>	<b>\$391,030</b>	<b>5.3%</b>
General Government	\$1,615,691	\$1,564,720	\$1,581,720	\$1,613,590	\$48,870	3.1%
Fine/Licenses	\$1,051,616	\$873,020	\$810,500	\$873,600	\$580	0.1%
Charges for Services	\$1,214,911	\$1,263,220	\$1,286,000	\$1,321,210	\$57,990	4.6%
Interdepartmental	\$0	\$0	\$0	\$0	\$0	N/A
Other Revenue	\$242,161	\$133,800	\$182,000	\$167,500	\$33,700	25.2%
<b>Total Revenues</b>	<b>\$4,124,379</b>	<b>\$3,834,760</b>	<b>\$3,860,220</b>	<b>\$3,975,900</b>	<b>\$141,140</b>	<b>3.7%</b>
<b>Tax Levy (b)</b>	<b>\$2,823,747</b>	<b>\$3,575,382</b>	<b>\$3,521,316</b>	<b>\$3,825,272</b>	<b>\$249,890</b>	<b>7.0%</b>

**Position Summary (FTE)**

Regular Positions	104.75	104.75	104.75	104.75	0.00
Extra Help	1.04	1.63	1.63	1.59	(0.04)
Overtime	0.58	1.81	1.60	1.22	(0.59)
<b>Total</b>	<b>106.37</b>	<b>108.19</b>	<b>107.98</b>	<b>107.56</b>	<b>(0.63)</b>

a) For 2001 the department estimates that its Operating Expenses may exceed adopted funding levels due to greater than anticipated costs associated with several high profile criminal trials during the year. The department has made the County Board aware of this situation in advance, and obtained County Board authorization to carry-over unexpended appropriations totaling \$77,500 from its 2000 budget to apply to these expenses.

b) Adopted 2000 tax levy was \$3,497,201. Amount shown reflects 2000 actual expenses less revenue.

**Departmental Objectives for 2002:****Clerk of Circuit Court Office**

1. Participate in a statewide courthouse security training initiative sponsored by the Director of State Courts, the Office of the Chief Justice of the Supreme Court, the Wisconsin Sheriff's and Deputy Sheriff's Association, and the U.S. Marshal's office of the Western District of Wisconsin through grant funding from the Office of Justice Assistance. Those attending will ultimately assist in training other County staff. (Critical Issue 5, Goal 10, 1<sup>st</sup> quarter 2002)
  2. Install and train all court personnel on Microsoft Office 2000 applications, provide for a transition of our Word Perfect formatted forms and documents to Microsoft Word. (Critical Issue 3, Goal 7, 1<sup>st</sup> quarter 2002)
  3. Implement the JAVA version upgrade of the state Circuit Court Case Management software to eliminate dependence on aging technologies (i.e. OS2), and to allow for greater flexibility in the Courts' overall office computing needs. (Critical Issue 2, Goal 5, 1<sup>st</sup> quarter 2002)
  4. Remodel space on the first floor of the courthouse to consolidate and house the Clerk of Court Administrative division and the Waukesha County Court Self-Help Center. (Critical Issue 5, Goal 10, 1<sup>st</sup> quarter, 2002)
  5. Provide resources and information for Family Court matters to the public through the Waukesha County Court Self-Help Program. The mission of the program is to provide equal access to justice, to improve satisfaction with, and understanding of court processes, to improve court process efficiency, and to increase effectiveness of court staff time. (Critical Issue 1, Goal 2, 1<sup>st</sup> quarter, 2002)
  6. Create a records and public access area in the Criminal/Traffic Division to ensure greater control over the whereabouts and safety of files, and improve staff security by allowing for access only in public areas. (Critical Issue 3, Goal 6, 3<sup>rd</sup> quarter, 2002)
  7. Develop a Court Self-Help Interactive Web Site through State Justice Institute grant funds to provide Family court-related information, interactive forms, and instructions via the Internet in order to improve access to legal information and procedures for non-represented litigants and improve court services. (Critical Issue 3, Goal 8, 1<sup>st</sup> quarter, 2002)
  8. Complete an upgrade of the entire courts network including replacement of all state-provided computer workstations and printers, valued at \$250,000 - \$325,000. (Critical Issue 2, Goal 5, 1<sup>st</sup> quarter, 2002)
  9. Expand the use of business information analysis, monitoring and reporting to improve the tracking and assessment of court performance and departmental business performance. (Critical Issue 4, Goal 9, 2002)
  10. Explore the option of accepting fine payments over the Internet to increase the volume and timeliness of payments received. (Critical Issue 3, Goal 8, 2002)
  11. Work with CCAP to implement bar coding of case files to improve workflow and file control and reduce staff time spent looking for files. (Critical Issue 3, Goal 8, 2002)
  12. Work with DOA-Collections to develop reports that reflect the effectiveness of various delinquent collections efforts and processes in the areas of fines and forfeitures, bail forfeitures, attorney fee recoveries, and others. (Critical Issue 4, Goal 9, 2002)
  13. Review our current level of passport services in light of changing staff and service priorities, and expanded passport servicing at numerous local US Post Offices. (County Executive request)
  14. Investigate the implementation of online jury questionnaires to reduce staff time and provide improved customer service. (Critical Issue 3, Goal 8, 2002)
  15. In conjunction with Corporation Counsel and DOA-Human Resources, review the Guardian Ad Litem contracting process to review contract cost efficiencies and any options for employing internal staff to perform the duties (3<sup>rd</sup> Qtr 2002).
  16. In conjunction with the Human Services and Sheriff departments, review mutual issues related to obtaining qualified interpretation services for clients and consider options for identifying and sharing interpreter services countywide. (2<sup>nd</sup> Qtr 2002)
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**Juvenile Court**

1. Develop a comprehensive project plan and timeline to monitor our progress in achieving the goals identified in our Strategic Plan and provide information on key accomplishments to the Chief Judge, County Executive, and the County Board. (Critical Issue 2, Goal 2.1, 1<sup>st</sup> quarter 2002)
2. Implement newly developed court and financial management business applications and coordinate staff training on Microsoft Office 2000.
3. Develop a Juvenile Court judicial orientation manual to provide Judges and Court Commissioners who are assigned to the Juvenile Court division with written information on office policies, procedures and other business support information. (Critical Issue 2, Goal 2.1, 2<sup>nd</sup> quarter 2002)
4. Work with the county Public Health department and the District Attorney's office to offer on-site immunizations to juveniles who have not complied with state law and obtained their required shots on their hearing date. This should benefit all parties involved by reducing case follow-up resources for court and DA staff, facilitating higher immunization rates and improving the general health of the community. (Critical Issue 2, Goal 2.1, 1<sup>st</sup> qtr. 2002)
5. Cooperate and work with the Clerk of Circuit Court and the Chief Judge to successfully accomplish the coordination of fiscal responsibilities with the Clerk of Court's office to implement more uniform and efficient business practices. (Critical Issue 2, Goal 2.1, 2002)
6. Work with the Waukesha County Bar Association to obtain grant funding and develop a brochure to provide clear information on Termination of Parental Rights and Adoption proceedings to interested parties on their rights and responsibilities. (Critical Issue 2, Goal 2.3, 1<sup>st</sup> quarter 2002)
7. Work with Clerk of Circuit Court staff, District Attorney, and DOA-Collections staff to explore options to enhance recovery on delinquent restitution and forfeiture obligations in order to hold juvenile offenders accountable and improve our collections rate. (Critical Issue 2, Goal 2.1, 2<sup>nd</sup> and 3<sup>rd</sup> quarters 2002)
8. Work with juvenile court officials, corrections agency staff, and Mental Health Department staff to integrate and expand the use of videoconferencing technologies in juvenile hearings in order to create a more efficient court hearing process, reduce downtime, and minimize sheriff transport costs. (Critical Issue 2, Goal 2.1, 1<sup>st</sup> and 2<sup>nd</sup> quarters 2002)

**Court Commissioners and Family Court Counseling**

1. Work with the Chief Judge, Clerk of Circuit Court, the local BAR association and external consultants to create a series of forms and instructions related to family law issues for self-represented (or "pro se") persons to use. Modify existing family law procedures to provide for maximum use of the new Court Self-Help Center scheduled to open in February of 2002. (Critical Issue 1, Goal 1.3, 1<sup>st</sup> quarter 2002)
  2. Work with staff from the Corporation Counsel's office, the Public Defender's office, the courts, and Mental Health Center to implement the use of videoconferencing technologies in appropriate Commissioner hearings in order to increase the efficiency of the hearing process and reduce costs associated with security and transportation of defendants and respondents. (Critical Issue 2, Goal 2.4, 1<sup>st</sup> and 2<sup>nd</sup> quarters 2002)
  3. Work with divisional judges, court staff, and Child Support staff to efficiently process the additional case workload which will occur as a result of new legislation requiring all child support orders to be established as a "fixed dollar amount" not as a "percentage of gross income". This will require additional court time to accomplish the review and set new orders. (1<sup>st</sup> quarter 2002)
  4. Review commissioner case management processes and determine what additional commissioner resources can be utilized and applied to other proceedings. (Critical Issue 2, Goal 2.4, 3<sup>rd</sup> quarter 2001)
  5. Work with Records management staff to inventory and store records from the Family Court Counseling office in accordance with record retention standards and business continuity needs. (Critical Issue 2, Goal 2.1, 1<sup>st</sup> and 2<sup>nd</sup> quarters 2002)
  6. Explore options for creating and maintaining an automated custody and visitation management and tracking system to improve court counseling processes and information. (3<sup>rd</sup> quarter 2002)
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**Register in Probate**

1. Review and modify interior design and furniture layout plans as part of remodeling of Register in Probate Office to fit departments functions. (Critical Issue 1, Goal 1.1, 1<sup>st</sup> and 2<sup>nd</sup> quarters 2002)
2. Review workflow in newly remodeled offices for possible modification or adjustment of procedures to best utilize new space. (Critical Issue 1, Goal 1.1, 3<sup>rd</sup> and 4<sup>th</sup> quarters 2002)
3. Continue development of educational programs for personal representatives and trustees and present programs to assist pro se and attorneys filing cases with our office. (Critical Issue 2, Goal 2.2, 2002)
4. Review new estate planning techniques in light of changes to the federal estate tax and state inheritance tax to help anticipate future operational changes and demands on departmental resources. (2002)
5. Pilot and review the use of video conferencing in civil commitment cases to increase the efficiency of the hearing process and minimize client disruption. (1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> quarters 2002)
6. Review workflow procedures under JAVA release of CCAP computer system to help staff become more efficient in providing customer service and completing assigned tasks. (1<sup>st</sup> and 2<sup>nd</sup> quarters 2002)

**Major Departmental Strategic Achievements from 7/01/00 to 6/30/01:  
Clerk of Circuit Court Office**

1. Completed key planning and development activities related to the Court Self-Help program including the development of a strategic plan, a work plan, and recruitment of thirty-nine community agency partners and volunteers to serve on the Court Self-help Advisory Committee and sub-committees.
2. Applied for and received a State Justice Institute grant to fund the development of an interactive web site associated with the Court Self-Help Center which will include court process information, instructions, and easily understood fill-in-the-blank forms.
3. Completed remodeling of the Branch 6 courtroom, jury room, and chambers, and remodeling of two court commissioner hearing rooms and related office space on the second floor of the courthouse.
4. Successfully completed a facilitated reengineering process in the Criminal/Traffic Division, which guided the design of workspace to be constructed in the upcoming remodeling project.
5. Completed all training, conversion, and implementation activities related to conversion from IJIS to the state Circuit Court Automation Program (CCAP) and integration with the District Attorney's Office.
6. Hosted a Differentiated Case Management course through the National Center for State Courts attended by District III judges and court clerks to implement strategies for more efficient case management.
7. Implemented procedures for collecting cash fines and forfeitures in the area adjacent to the Intake Court. Doing so will reduce the need for court users to travel to the second floor to make payments, and will increase the likelihood of payment.
8. Staff completed extensive and thorough job content analyses related to the County's Clerical Classification study.
9. Conducted surveys of BAR Association members, Family Court litigants, judicial officials and court personnel to establish a baseline to measure the success of the Court Self-Help program.
10. Collaborated in the development of guidelines for the implementation and use of courtroom video-conferencing beginning in Probate and Juvenile matters, and issued an RFP for equipment.

**Juvenile Court**

1. Installed multi-function desk telephones for support staff, which has allowed them to provide better customer service, and provide more efficient coverage.
  2. Due to the implementation of the state Circuit Court Automation Program (CCAP) software, business workflow has been reviewed and changes made which have resulted in improved court services support, financial management, and office operations.
  3. Staff has identified and completed all data clean up related to case and financial information converted from the county IJIS system to the state CCAP system.
  4. Written policies have been completed which reflect the updated procedures put in place with the new CCAP applications.
  5. Collaborated in developing guidelines for use of videoconferencing in Juvenile matters, and issued an RFP for equipment.
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**Court Commissioners and Family Court Counseling**

1. Renovation of Commissioner Hearing Rooms and offices on the 2<sup>nd</sup> floor of the Courthouse was completed with minimal disruption of services. The new areas have provided for improved customer services, a nicer work environment for commissioners and staff, more efficient caseload, and improved internal security.
2. In cooperation with staff from the Clerk of Courts office and the District Attorneys office, a "Fast Track" program was developed and implemented to quickly process repeat offenders of state intoxicated driving laws resulting in earlier intervention and case disposition to help deter repeat offender behavior.
3. Staff in the Family Court Counseling Service office have been provided with additional computer equipment and training which has helped them integrate these tools into their daily work activities and has increased their communications and case management abilities.
4. Family Court Counseling Services had their busiest year ever, both in terms of clients served and fees generated, while still maintaining an extremely high quality level of work performance.
5. Court Commissioners and staff coordinated and hosted two on-site training seminars for their peers to provide for mandated continuing judicial education courses at minimal cost and disruption of court schedules.
6. Collaborated in developing guidelines for use of videoconferencing in Juvenile and Involuntary Commitment matters, and issued an RFP for equipment.

**Register in Probate**

1. Presented educational seminars to guardians on annual accounting procedures.
2. Reviewed and modified plans for remodeling of Register in Probate Office to best utilize available space.
3. Worked with attorneys, customers, and state forms committee to develop and implement use of state model forms.
4. Coordinated countywide "Life-Planning 2000" programs to encourage expanded use of Powers of Attorney for Health Care to avoid guardianships.
5. Collaborated in developing guidelines for use of videoconferencing in Probate matters, and issued an RFP for equipment.

**Current and Proposed Capital Projects**

(Refer to Capital Project Summary for additional project information)

Proj. #	Project Name	Expected Completion Year	Total Project Cost	Est. % Complete End of 01	Estimated Operating Impact	A=Annual T= One-Time
9718	Cthse Sound System upgrade	2001	\$285,000	100%	\$500	A
9704	Cthse Courtroom Remodeling	2001	\$726,764	100%	\$0	A
9509	Cthse and Admin Bldg Remodel	2002	\$2,232,557	10%	\$0	A
200108	Justice Facility Project	2007	TBD	0%	TBD	A

## Clerk of Courts-Administrative Services Division

**Program Description**

Direct the general operation of the Criminal/Traffic, Family, and Civil divisions of the Clerk of Circuit Courts office. Coordinate fiscal and budgetary operations of this office, the Court Commissioner and Family Court Counseling Services office, and the Juvenile Court office, and direct the receipt and disbursement of all court ordered fine and forfeiture obligations and trust funds. Coordinate juror qualification, summonses, and service for all 12 circuit courts. Coordinate information technology services, court services computer network support, and all CCAP hardware and software maintenance for all court units. Coordinate facility planning and capital project management for court operations. Provide fiscal management, budget development, strategic planning and project management assistance to court divisions.

**Performance Measures**

	2000 Actual	2001 Budget	2001 Estimate	2002 Budget	Budget Change
Juror Satisfaction Rating (Department Goal = 90%)	91%	95%	93%	95%	0%

<b>Staffing (FTE)</b>	<b>9.08</b>	<b>9.16</b>	<b>9.12</b>	<b>9.06</b>	<b>-0.10</b>
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Personnel Costs	\$494,667	\$517,783	\$517,695	\$544,996	\$27,213
Operating Expenses	\$97,511	\$99,935	\$100,170	\$135,095	\$35,160
Interdept. Charges	\$106,487	\$83,386	\$87,416	\$73,586	(\$9,800)
Fixed Assets	\$0	\$0	\$0	\$0	\$0
<b>Total Expenditures</b>	<b>\$698,665</b>	<b>\$701,104</b>	<b>\$705,281</b>	<b>\$753,677</b>	<b>\$52,573</b>
General Government	\$1,136,907	\$1,135,000	\$1,137,000	\$1,154,468	\$19,468
Fine/Licenses	\$0	\$0	\$0	\$0	\$0
Charges for Services	\$285,586	\$290,000	\$295,000	\$295,000	\$5,000
Interdepartmental	\$0	\$0	\$0	\$0	\$0
Other Revenue	\$177,592	\$66,000	\$110,000	\$95,000	\$29,000
<b>Total Revenues</b>	<b>\$1,600,085</b>	<b>\$1,491,000</b>	<b>\$1,542,000</b>	<b>\$1,544,468</b>	<b>\$53,468</b>
<b>Tax Levy</b>	<b>(\$901,420)</b>	<b>(\$789,896)</b>	<b>(\$836,719)</b>	<b>(\$790,791)</b>	<b>(\$895)</b>

**Program Highlights**

Base staffing remains unchanged and personnel expenditures reflect cost to continue and significant health insurance cost increases experienced by the county. The 2002 budget reclassifies the Computer Services Coordinator position into the County's approved Information System's compensation system.

The operating expense increase reflects expenditure increases for legal research services (\$12,000) provided to the county's circuit court judges and court commissioners through an on-line legal research firm and through the use of law clerks. Budgeted expenditures for this service are consolidated in this unit while associated reductions in the cost of hard copy volumes and publications are reflected in the individual divisional budgets.

Contracted service expenditures are increased (\$14,000) to supplement grant funding for the Court Self-Help Program Coordinator. The Self-Help Center is expected to be operational in February of 2002 and will initially provide in-person and web based assistance and information to the general public in Family case matters.

Revenue increases include additional state reimbursement for interpreter costs through the 2001-2003 State budget (\$18,000) and an increase in interest earnings (\$29,000).

**Activity**

	2000 Actual	2001 Budget	2001 Estimate	2002 Budget	Budget Change
Network Users Supported	125	125	128	130	5 users
Equipment Supported	224	224	243	250	26 devices
Dept Receipts Processed	\$16.9 mil	\$14.7 mil	\$13.5 mil	\$15.0 mil	\$0.3 mil
Total # of: Jury Trials Started	150	N/A	142	145	N/A
Jury Days	267	260	270	275	15

## Clerk of Courts-Criminal &amp; Traffic Division

**Program Description**

Direct and coordinate in-court support and record management services for all criminal, and traffic related case matters handled by circuit court judges and judicial court commissioners. Initiate and maintain the official court record for all felony, misdemeanor, criminal/traffic, and traffic/ordinance cases filed with this division. Prepare all necessary court orders and disposition judgements. Establish payment requirements, receipt, and disburse all payments for fines, forfeitures, restitution, and bail as ordered by the court. Schedule and coordinate court calendars for divisional court officials. Transmit the appropriate court case data to local, county, and state agencies as required and necessary.



<b>Performance Measures</b>	2000 Actual	2001 Budget	2001 Estimate	2002 Budget	Budget Change
Case Clearance Rates					
Felony	105%	100%	103%	100%	0%
Misdemeanor	105%	100%	99%	100%	0%
Criminal Traffic	104%	105%	96%	100%	-5%
Traffic Forfeiture	102%	100%	99%	100%	0%
Ordinance	104%	100%	97%	100%	0%
<b>Staffing (FTE)</b>	<b>34.25</b>	<b>33.61</b>	<b>33.38</b>	<b>33.51</b>	<b>-0.10</b>

Personnel Costs	\$1,164,627	\$1,301,554	\$1,290,624	\$1,381,235	\$79,681
Operating Expenses	\$354,710	\$366,344	\$390,975	\$399,750	\$33,406
Interdept. Charges	\$476,163	\$552,360	\$479,900	\$534,706	(\$17,654)
Fixed Assets	\$0	\$0	\$0	\$0	\$0
<b>Total Expenditures:</b>	<b>\$1,995,500</b>	<b>\$2,220,258</b>	<b>\$2,161,499</b>	<b>\$2,315,691</b>	<b>\$95,433</b>
General Government	\$0	\$0	\$0	\$0	\$0
Fine/Licenses	\$1,004,035	\$823,000	\$766,000	\$826,100	\$3,100
Charges for Services	\$285,806	\$321,000	\$336,000	\$339,110	\$18,110
Interdepartmental	\$0	\$0	\$0	\$0	\$0
Other Revenue	\$1,064	\$4,500	\$6,000	\$5,000	\$500
<b>Total Revenues:</b>	<b>\$1,290,905</b>	<b>\$1,148,500</b>	<b>\$1,108,000</b>	<b>\$1,170,210</b>	<b>\$21,710</b>
<b>Tax Levy</b>	<b>\$704,595</b>	<b>\$1,071,758</b>	<b>\$1,053,499</b>	<b>\$1,145,481</b>	<b>\$73,723</b>

**Program Highlights**

Personnel expenditures reflect cost to continue and significant health insurance increases for existing staff.

Operating expenses in this division continue to increase due to greater numbers of more resource-intensive criminal felony and misdemeanor cases. These cases tend to have more defendants who are marginally indigent and are not financially able to retain counsel or pay for required services. As a result, budgeted expenses for language interpretation services (\$18,000), psychological services, and court appointed legal representation have been increased.

This division has experienced an overall increase in Interdepartmental Charges for Sheriff court security and prisoner transport services due to the impact of rate increases for sworn deputies. These increases have been offset by a significant reduction in direct charges for delinquent collection service costs (\$27,000) due to a change in the manner internal charges are applied to payments received on delinquent referrals.

Revenue growth related to state and county fine and forfeiture collections reflects a modest increase due to divisional efforts to reduce its delinquent account base. An increase in cash bail forfeitures is also budgeted and reflects efforts by the judiciary to hold defendants accountable in making their mandatory court appearances.

## Clerk of Courts-Family Division

**Program Description**

Direct and coordinate court support and record management services for all family related case matters handled by circuit court judges and judicial court commissioners. Initiate and maintain the official court record for all divorce, paternity, custody/visitation, and support enforcement cases filed with this division. Prepare all necessary court orders and disposition judgements. Establish payment requirements, receipt, and disburse all payments for case filings and case fees as ordered by the court. Schedule and coordinate court calendars for divisional court officials. Transmit the appropriate court case data to local, county, and state agencies as required and necessary.

**Performance Measures**

	2000 Actual	2001 Budget	2001 Estimate	2002 Budget	Budget Change
Case Clearance Rates					
Divorce/Separation	95%	95%	97%	98%	3%
Paternity	95%	100%	96%	100%	0%

<b>Staffing (FTE)</b>	<b>11.28</b>	<b>11.33</b>	<b>11.25</b>	<b>11.25</b>	<b>-0.08</b>
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Personnel Costs	\$401,519	\$426,713	\$426,558	\$462,811	\$36,098
Operating Expenses	\$213,262	\$165,959	\$194,000	\$193,909	\$27,950
Interdept. Charges	\$219,739	\$230,998	\$226,169	\$250,408	\$19,410
Fixed Assets	\$0	\$0	\$0	\$0	\$0
<b>Total Expenditures:</b>	<b>\$834,520</b>	<b>\$823,670</b>	<b>\$846,727</b>	<b>\$907,128</b>	<b>\$83,458</b>
General Government	\$333,743	\$281,100	\$291,100	\$291,622	\$10,522
Fine/Licenses	\$0	\$0	\$0	\$0	\$0
Charges for Services	\$117,365	\$126,500	\$120,000	\$122,000	(\$4,500)
Interdepartmental	\$0	\$0	\$0	\$0	\$0
Other Revenue	\$0	\$2,000	\$2,500	\$2,500	\$500
<b>Total Revenues:</b>	<b>\$451,108</b>	<b>\$409,600</b>	<b>\$413,600</b>	<b>\$416,122</b>	<b>\$6,522</b>
<b>Tax Levy</b>	<b>\$383,412</b>	<b>\$414,070</b>	<b>\$433,127</b>	<b>\$491,006</b>	<b>\$76,936</b>

**Program Highlights**

Personnel expenditures reflect cost to continue and significant health insurance increases for existing staff. Assigned staff provides divisional court services and supports the caseload assignment of approximately 2.5 FTE circuit court judges and approximately 1.25 FTE county court commissioners.

Major operating budget expenditures for this service unit relate to the resolution of domestic relation, divorce, and paternity cases. The 2002 budget reflects an increase in costs for court appointed attorneys (called Guardian ad Litem's or GAL's) of \$25,500 for representing the interests of children in divorce or paternity cases whose parents cannot resolve their custody and/or visitation issues. The policy of the judges and this office is to have the parties take responsibility for these costs. If case parties are unable to do so up front, counsel is reimbursed by the county and collection efforts are ordered. The 2002 budget includes an increase in both state GAL reimbursement funding and a higher level of GAL recoveries through DOA-Collections efforts.

This division is experiencing a significant increase in workload due to continuing increases in post-disposition case activity in divorce and paternity actions. Efforts to quantify this increase and redirect staff and judicial resources if necessary is being undertaken.

Records management costs related to the microfilming of closed files are also budgeted at a higher rate to ensure that the file system is maintained effectively and remains current. The collections charge also reflect an increase based on the above mentioned efforts to increase GAL recoveries.

**Activity**

	2000 Actual	2001 Budget	2001 Estimate	2002 Budget	Budget Change
Family and Paternity Post-Judgement hearings	1,575	1,450	1,600	1,650	200



## Clerk of Courts-Civil Division

**Program Description**

Direct and coordinate court support and record management services for all Civil division case matters handled by circuit court judges and judicial court commissioners. Initiate and maintain the official court record for all large claim and small claim cases, and temporary restraining orders involving domestic or child abuse, or harassment cases filed with this division. Prepare all necessary court orders and disposition judgements. Establish payment requirements, receipt, and disburse all payments for case filings and case fees as ordered by the court. Schedule and coordinate court calendars for divisional court officials. Transmit the appropriate court case data to local, county, and state agencies as required and necessary.

**Performance Measures**

	2000 Actual	2001 Budget	2001 Estimate	2002 Budget	Budget Change
Case Clearance Rates					
Large Claim	105%	100%	99%	100%	0%
Small Claim	101%	97%	102%	100%	3%

<b>Staffing (FTE)</b>	<b>19.05</b>	<b>20.19</b>	<b>20.08</b>	<b>20.03</b>	<b>-0.16</b>
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Personnel Costs	\$711,328	\$801,150	\$793,564	\$836,138	\$34,988
Operating Expenses	\$118,851	\$155,125	\$118,575	\$127,275	(\$27,850)
Interdept. Charges	\$160,770	\$116,060	\$175,050	\$178,922	\$62,862
Fixed Assets	\$0	\$0	\$0	\$0	\$0
<b>Total Expenditures:</b>	<b>\$990,949</b>	<b>\$1,072,335</b>	<b>\$1,087,189</b>	<b>\$1,142,335</b>	<b>\$70,000</b>
General Government	\$0	\$0	\$0	\$0	\$0
Fine/Licenses	\$1,900	\$3,000	\$2,500	\$2,500	(\$500)
Charges for Services	\$235,022	\$233,000	\$233,000	\$240,000	\$7,000
Interdepartmental	\$0	\$0	\$0	\$0	\$0
Other Revenue	\$4,346	\$10,000	\$2,500	\$5,000	(\$5,000)
<b>Total Revenues:</b>	<b>\$241,268</b>	<b>\$246,000</b>	<b>\$238,000</b>	<b>\$247,500</b>	<b>\$1,500</b>
<b>Tax Levy</b>	<b>\$749,681</b>	<b>\$826,335</b>	<b>\$849,189</b>	<b>\$894,835</b>	<b>\$68,500</b>

**Program Highlights**

Personnel expenditures reflect cost to continue and significant health insurance increases for existing staff.

Operating expenses reflect a reduction of over \$27,000 mainly due to the reallocation of juror expenses from the Civil division to the Criminal and Traffic division to create a more equal proportion of costs shared between the two units, and the transfer of funding for Small Claims Mediation services to the Court Commissioner program. Efforts are being made in all divisions to streamline case management practices and/or find ways to effectively resolve disputes with fewer court system resources to allow for re-allocation of court commissioners to growing caseload needs in other areas.

Interdepartmental charges for court security are budgeted to increase \$66,000 mainly due to higher Deputy Sheriff rates and continued need to provide a security presence in abuse, harassment, and small claims cases due to their volatility.

Revenues in this division are derived primarily from large claim and small claims case filings and are projected to remain relatively constant.

**Activity**

	2000 Actual	2001 Budget	2001 Estimate	2002 Budget	Budget Change
Passports issued through the Clerk of Courts Office	1,672	1,300	1,575	1,200	(100)
Domestic Abuse, Child Abuse and Harassment Filings	482	520	525	530	10

## Juvenile Court

**Program Description**

Provides for the administrative and financial management of the Juvenile Court and, in accordance with state and federal regulations, is responsible for the collection and disbursement of victim restitution, court fines and fees and any other administrative costs ordered by the court. Performs all court related activities of juvenile matters per Chapters 48, 51, and 938 of the Wisconsin Statutes. These activities include: accepting petitions/citations for case initiation; scheduling hearings; preparing court orders; and collecting and disbursing restitution at the conclusion of a case. Collects all costs, fines, fees and assessments for proper distribution to the state, county and local municipalities. Captures and maintains all required case data relative to case filings for forwarding to various state agencies for reporting purposes.



<b>Performance Measures</b>	2000 Actual	2001 Budget	2001 Estimate	2002 Budget	Budget Change
<u>Case Clearance Rates</u>					
Juvenile delinquency	127%	100%	139%	115%	15%
Juvenile ordinance	97%	100%	92%	98%	(2%)
Juvenile Chap 51 commit.	115%	100%	132%	100%	0%
Juvenile adoption	102%	100%	103%	100%	0%
Juvenile capias	176%	100%	100%	100%	0%
Juvenile-all other	91%	100%	108%	96%	(4%)

<b>Staffing (FTE)</b>	<b>10.02</b>	<b>10.13</b>	<b>10.13</b>	<b>10.04</b>	<b>-0.09</b>
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Personnel Costs	\$360,533	\$388,284	\$393,503	\$415,274	\$26,990
Operating Expenses	\$240,967	\$209,561	\$221,815	\$227,700	\$18,139
Interdept. Charges	\$84,004	\$98,505	\$84,732	\$94,075	(\$4,430)
Fixed Assets	\$0	\$0	\$0	\$0	\$0
<b>Total Expenditures:</b>	<b>\$685,504</b>	<b>\$696,350</b>	<b>\$700,050</b>	<b>\$737,049</b>	<b>\$40,699</b>
General Government	\$85,988	\$86,820	\$86,820	\$87,000	\$180
Fine/Licenses	\$321	\$2,020	\$0	\$0	(\$2,020)
Charges for Services	\$1,967	\$10,720	\$0	\$0	(\$10,720)
Interdepartmental	\$0	\$0	\$0	\$0	\$0
Other Revenue	\$2,798	\$1,300	\$6,000	\$5,000	\$3,700
<b>Total Revenues:</b>	<b>\$91,074</b>	<b>\$100,860</b>	<b>\$92,820</b>	<b>\$92,000</b>	<b>(\$8,860)</b>
<b>Tax Levy</b>	<b>\$594,430</b>	<b>\$595,490</b>	<b>\$607,230</b>	<b>\$645,049</b>	<b>\$49,559</b>

**Program Highlights**

Personnel expenditures reflect cost to continue and significant health insurance increases for existing staff.

Budgeted expenditures for court appointed Counsel to provide both legal representation or to advocate for the best interests of the juvenile or the juvenile's parent(s) are increased \$16,000 as appointments are ordered in more cases. This is due to the growing complexity of juvenile cases as well as legal requirements which necessitate appointments in more cases.

Interdepartmental charges for services provided through Central Services and Telecommunications are reduced due to rate adjustments.

A modest increase in GAL recoveries coordinated through DOA-Collections is budgeted. This increase is offset by a reduction in juvenile forfeiture revenue and other juvenile court fees following an accounting system change under CCAP, which now reflects these receipts in the Clerk of Court Criminal and Traffic division. This transition was necessitated by the accounting and reporting program built into the CCAP court management application which does not provide for a breakout of specific Juvenile fines, fees, and costs.

## Family Court Counseling Services

**Program Description**

The Family Court Counseling Service office advocates for the best interest of children whose parents are involved in divorce and paternity actions. Staff provides evaluation and mediation services to assist the case parties and the court in resolving custody and physical placement disputes.

**Performance Measures**

	2000 Actual	2001 Budget	2001 Estimate	2002 Budget	Budget Change
Percentage of custody and visitation issues resolved through mediation	58%	59%	60%	60%	1%

<b>Staffing (FTE)</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>0.00</b>
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Personnel Costs	\$293,945	\$371,422	\$382,520	\$402,227	\$30,805
Operating Expenses	\$14,272	\$19,800	\$16,452	\$13,300	(\$6,500)
Interdept. Charges	\$6,305	\$14,938	\$12,763	\$13,526	(\$1,412)
Fixed Assets	\$0	\$0	\$0	\$0	\$0
<b>Total Expenditures:</b>	<b>\$314,522</b>	<b>\$406,160</b>	<b>\$411,735</b>	<b>\$429,053</b>	<b>\$22,893</b>
General Government	\$0	\$0	\$0	\$0	\$0
Fine/Licenses	\$45,360	\$45,000	\$42,000	\$45,000	\$0
Charges for Services	\$137,120	\$121,000	\$138,000	\$124,000	\$3,000
Interdepartmental	\$0	\$0	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0	\$0	\$0
<b>Total Revenues:</b>	<b>\$182,480</b>	<b>\$166,000</b>	<b>\$180,000</b>	<b>\$169,000</b>	<b>\$3,000</b>
<b>Tax Levy</b>	<b>\$132,042</b>	<b>\$240,160</b>	<b>\$231,735</b>	<b>\$260,053</b>	<b>\$19,893</b>

**Program Highlights**

Personnel expenditures reflect cost to continue and significant health insurance increases for existing staff. The child custody and visitation mediation services and studies performed by this unit target cases where the parties cannot resolve the many highly emotional and contentious child custody issues as they are going through a divorce. By obtaining a comprehensive resolution to these issues and getting the parties to work together at this stage in the process, this statutory program strives to reduce the number and costs associated with additional court hearings.

Budgeted funding for Operating expenses and for Interdepartmental Charges in these units are reduced. Funding for modular office equipment in 2001 is not repeated for 2002. Charges for services provided through Central Services and Telecommunications are lower due to rate reductions.

In an effort to reduce the adversarial aspects of determining child custody and placement, Family division judges have agreed to order all parents going through a divorce to attend a learning session (at the parents' expense) designed to sensitize them to the effects that divorce will have on their children. A portion of the fees charged for this session are rebated to this service unit to cover administrative costs. The department is also looking at other cost recovery initiatives to fund the statutory services.

**Activity**

	2000 Actual	2001 Budget	2001 Estimate	2002 Budget	Budget Change
Mediation Cases Opened	667	675	650	750	75
Custody/Visitation Studies Initiated	283	275	240	250	(25)

## Court Commissioners

**Program Description**

Court Commissioners are directed by the Circuit Court Judges to hold hearings and handle case proceedings to facilitate the judicial process through the exercise of quasi-judicial authority in matters authorized by statute.

	2000 Actual	2001 Budget	2001 Estimate	2002 Budget	Budget Change
<b>Staffing (FTE)</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>0.00</b>
Personnel Costs	\$722,041	\$700,789	\$685,593	\$713,621	\$12,832
Operating Expenses	\$24,428	\$31,500	\$24,650	\$36,550	\$5,050
Interdept. Charges	\$12,435	\$7,714	\$9,169	\$10,339	\$2,625
Fixed Assets	\$0	\$20,000	\$20,000	\$0	(\$20,000)
<b>Total Expenditures:</b>	<b>\$758,904</b>	<b>\$760,003</b>	<b>\$739,412</b>	<b>\$760,510</b>	<b>\$507</b>
General Government	\$17,866	\$20,000	\$25,000	\$38,500	\$18,500
Fine/Licenses	\$0	\$0	\$0	\$0	\$0
Charges for Services	\$0	\$0	\$0	\$0	\$0
Interdepartmental	\$0	\$0	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0	\$0	\$0
<b>Total Revenues:</b>	<b>\$17,866</b>	<b>\$20,000</b>	<b>\$25,000</b>	<b>\$38,500</b>	<b>\$18,500</b>
<b>Tax Levy</b>	<b>\$741,038</b>	<b>\$740,003</b>	<b>\$714,412</b>	<b>\$722,010</b>	<b>(\$17,993)</b>

**Program Highlights**

Personnel expenditures reflect cost to continue and significant health insurance increases for existing staff.

The increase in operating expenses also reflects the transfer of \$14,000 in funding for the Small Claims Mediation program from the Clerk of Court's Civil division. The continuation of funding for mediation services in small claims cases will also positively impact Court Commissioner scheduling and case flow.

Expanded use of PC-based digital recording software purchased in 2001 will allow for replacement of the current tape recording devices and will also allow for easier and less expensive transcription. Using this recording system will allow Court Commissioners greater flexibility in scheduling court matters and will help them meet several new and expanding case-related initiatives in areas involving second offense drunk driving offenders and a federally mandated review of percent expressed child support orders.

County Court Commissioners have been very involved with the Juvenile Court Judge, the District Court Administrator, staff from the Probate, Juvenile, Clerk of Court offices, Mental Health Center, and staff from the State Public Defender in initiating the use of new video conferencing technology in court hearings to create a more efficient hearing process and reduce county costs for transportation of defendants and mental health patients to their hearings.

Fixed Asset expenditures for 2001 provided for the purchase and installation of real time videoconferencing equipment in 2001. No fixed assets are requested for 2002.

General Government revenues are budgeted at an \$18,500 increase which reflects additional State/Federal funding for Title IV-D (Child Support enforcement) program activity. Increased Court Commissioner resources are being allocated to cases involving paternity establishment and child support review.

## Register in Probate

## Program Description

This office coordinates the judicial activities, administrative functions and financial management of the Probate Court including the opening, closing, maintenance and preservation of all files dealing with probate proceedings. This includes estate proceedings, trusts, adult guardianships and protective placements, adult adoptions, adult civil commitments, and juvenile guardianships of the estate. These cases are maintained in accordance with federal and state law, and county policies and procedures.



## Performance Measures

	2000 Actual	2001 Budget	2001 Estimate	2002 Budget	Budget Change
<u>Accts Outstanding on 6/30</u>					
Guardian of Person	7	0	12	5	5
Guardian of Estate	129	115	119	120	5
Guardian of Both	175	150	152	150	0
Trust Accounts Outstanding	188	175	166	165	(10)

<b>Staffing (FTE)</b>	<b>8.38</b>	<b>8.77</b>	<b>8.77</b>	<b>8.67</b>	<b>-0.10</b>
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Personnel Costs	\$303,985	\$334,867	\$335,273	\$345,839	\$10,972
Operating Expenses	\$326,107	\$352,381	\$356,289	\$370,891	\$18,510
Interdept. Charges	\$39,470	\$43,014	\$38,081	\$38,999	(\$4,015)
Fixed Assets	\$0	\$0	\$0	\$0	\$0
<b>Total Expenditures:</b>	<b>\$669,562</b>	<b>\$730,262</b>	<b>\$729,643</b>	<b>\$755,729</b>	<b>\$25,467</b>
General Government	\$41,187	\$41,800	\$41,800	\$42,000	\$200
Fines/Licenses	\$0	\$0	\$0	\$0	\$0
Charges for Services	\$152,045	\$161,000	\$164,000	\$201,100	\$40,100
Interdepartmental	\$0	\$0	\$0	\$0	\$0
Other Revenue	\$56,361	\$50,000	\$55,000	\$55,000	\$5,000
<b>Total Revenues:</b>	<b>\$249,593</b>	<b>\$252,800</b>	<b>\$260,800</b>	<b>\$298,100</b>	<b>\$45,300</b>
<b>Tax Levy</b>	<b>\$419,969</b>	<b>\$477,462</b>	<b>\$468,843</b>	<b>\$457,629</b>	<b>(\$19,833)</b>

## Program Highlights

Personnel expenditures reflect cost to continue and significant health insurance increases for existing staff.

An increase in budgeted operating expenses is directly related to an increase in Guardian Ad Litem costs (\$20,000) resulting from a recent State Supreme Court decision requiring an additional hearing in protective placement cases. Interdepartmental Charges have been reduced slightly for 2002 budget purposes reflecting modest decreases in office and administrative costs.

The Volunteer Guardianship Monitoring program continues to provide the department with over 500 hours of volunteer assistance to guardians in various areas.

Due to a change in State law, fees for filing and recording estate inventories have been increased which will result in additional budgeted revenue of approximately \$38,000 for 2002.



## Activity

	2000 Actual	2001 Budget	2001 Estimate	2002 Budget	Budget Change
Estate Proceedings Opened	848	825	800	810	(15)
Guardianships Opened	227	230	260	260	30
Adoptions Opened	12	12	5	5	(7)
Civil Commitments Opened	1,067	1,150	1,000	1,000	(150)
Probate Hearings Held	2,723	2,900	2,900	2,900	0
Guardianship Annual Filings	1,396	1,400	1,352	1,350	(50)
Trust Annual Filings	473	475	461	460	(15)